

## **CASA Advocate Responsibilities Checklist (1 of 2)**

*Review this list periodically while investigating and monitoring a case to ensure that your advocacy is thorough and focused on the needs of the child.*

In Progress	Completed	
<input type="checkbox"/>	<input type="checkbox"/>	Review the petition and case file with CASA program staff or your coach. Request copies of any hospital records, police reports, photos, protective services investigations, DHS documents or other documentation.
<input type="checkbox"/>	<input type="checkbox"/>	Meet with the DHS caseworker and carefully review all DHS records and ask for past or closed records if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Meet with the child at least once per month—no matter how old or young—to observe the child in different settings and to determine how the child feels about what is going on in his/her life, in order to determine best interest.
<input type="checkbox"/>	<input type="checkbox"/>	Meet with the parents—first get permission from each parent's attorney if they are represented.
<input type="checkbox"/>	<input type="checkbox"/>	If there is a non-respondent parent or custodian (i.e., a parent or custodian not involved in the court case), attempt contact with that person.
<input type="checkbox"/>	<input type="checkbox"/>	Meet with the teacher, daycare worker, babysitter, or any person who has had substantial contact with the child on a frequent basis.
<input type="checkbox"/>	<input type="checkbox"/>	Appear at all hearings.
<input type="checkbox"/>	<input type="checkbox"/>	If there has been no physical examination of the child by a physician, and one is warranted, request one.
<input type="checkbox"/>	<input type="checkbox"/>	If there has been no psychological evaluation of the child or the parents, and one is warranted, request one.
<input type="checkbox"/>	<input type="checkbox"/>	Attend all meetings (e.g., DHS staffings, Family Team Meetings, meetings about the situation at school or IEP) related to the child.
<input type="checkbox"/>	<input type="checkbox"/>	Talk with psychologists and medical caregivers involved with the child and obtain their written reports.
<input type="checkbox"/>	<input type="checkbox"/>	Determine what, if any, special problems or unmet needs the child has (e.g., counseling, a special school program, transportation, after-school care, medical treatment, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Assist in identifying resources for the child that meet his/her needs, and contact appropriate agencies or persons involved with the child. This might be for special educational needs (e.g., tutoring), social needs (e.g., a mentor, a sports team, or a scouting opportunity), placement needs (e.g., contacting a relative), medical or psychological treatment needs, or resources for any other identified need.
<input type="checkbox"/>	<input type="checkbox"/>	Meet with the attorney for the child to discuss the facts and any concerns you have before court hearings; to discuss your recommendations; and to learn whether or not the child will be present in the courtroom either as a witness or to observe the proceedings.
<input type="checkbox"/>	<input type="checkbox"/>	If necessary, prepare the child for court hearings and for testimony; appear on behalf of the child; and assist the attorney for the child in presenting evidence on behalf of the child, including child support, visitation, and medical or psychological treatment.

## **CASA Advocate Responsibilities Checklist (2 of 2)**

*Review this list periodically while investigating and monitoring a case to ensure that your representation of the child is thorough and focused on the needs of the child.*

In Progress	Completed	
<input type="checkbox"/>	<input type="checkbox"/>	If necessary, prepare the child for court hearings and for testimony; appear on behalf of the child; and assist the attorney for the child in presenting evidence on behalf of the child, including child support, visitation, and medical or psychological treatment.
<input type="checkbox"/>	<input type="checkbox"/>	Inform the child about the outcome of all court hearings and keep the child updated about other aspects of the case.
<input type="checkbox"/>	<input type="checkbox"/>	Continually monitor the case, repeating the above activities to ensure orders of the court are being followed by all parties and current needs of the child are being met. Make a determination as to whether the parents are correcting the situation that led to the petition and/or removal, simply "going through the motions," or ignoring the requirements for reunification.
<input type="checkbox"/>	<input type="checkbox"/>	Contact the attorney for the child if the child needs an early review.
<input type="checkbox"/>	<input type="checkbox"/>	Appear at all subsequent hearings.
<input type="checkbox"/>	<input type="checkbox"/>	Review the permanent plan to insure that it complies with ASFA guidelines and is in the best interest of the child.
<input type="checkbox"/>	<input type="checkbox"/>	Keep in touch with CASA Coach or Coordinator for guidance and support.
<input type="checkbox"/>	<input type="checkbox"/>	If parental rights have been terminated, review plans for permanent placement, requesting information and consulting with Child Protective Services so that appropriate placement occurs without delay.
<input type="checkbox"/>	<input type="checkbox"/>	If the child is an Indian child, make sure the tribe or Bureau of Indian Affairs has been notified of the case.
<input type="checkbox"/>	<input type="checkbox"/>	If the child is an Indian child, make sure the child's tribal enrollment rights are protected.
<input type="checkbox"/>	<input type="checkbox"/>	If the child is undocumented, consult your CASA Coordinator.